United Nations ST/IC/2002/34

Secretariat

31 May 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2002 competitive examination for Language Reference Assistants**

1. The written component of a competitive examination for Language Reference Assistants will be held on **26 July 2002** at Headquarters in New York. The purpose of this examination is to establish rosters from which present and future vacancies for Language Reference Assistants at the G-7 level will be filled in the Terminology and Reference Section in the Translation and Editorial Division, Department of General Assembly Affairs and Conference Services.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories, in accordance with the provisions of administrative instruction ST/AI/1998/4, entitled "Competitive examinations for the placement of General Service and related categories in particular occupational groups".

3. The main duties and responsibilities of Language Reference Assistants are to carry out research in three official languages of the United Nations and provide support to translators to ensure accuracy, uniformity and timeliness in the translation of official United Nations documents and publications by supplying the relevant language services with reference material and terminology information.

4. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have an excellent working knowledge of English and of two other official languages of the United Nations (Arabic, Chinese, French, Russian or Spanish). Knowledge of additional official languages beyond the required three, as well as of other languages, will be an asset. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of these languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations Language and Communications Programme must have passed the Language Proficiency Examination in these languages. Those who

* Expiration date of the present circular: 31 December 2002.

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have not pursued language courses in the United Nations must substantiate their claim of knowledge of these languages by attaching to their applications photocopies of diplomas or certificates from a language school or a brief explanation of how they acquired knowledge of the languages claimed;

(c) Have excellent word-processing, desktop publishing and various United Nations and other database skills.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the decision of the Board with respect to their application. Decisions of the Board are final.

6. The written examination will consist of three parts:

Part I: Preparation of United Nations documents in English and two other official languages of the United Nations to be chosen by the candidates from six documents provided in the six official languages. Candidates will be required to identify and indicate the type of references that need to be provided to elements in these documents that should be verified and researched prior to translation (2 hours).

Part II: Writing an essay of approximately two hundred and fifty words in English or French. Candidates will have a choice of two topics on a general United Nations-related subject (1 hour).

Part III: Answering questions on the structure of the United Nations system of organizations and the names of major international organizations (45 minutes).

An optional paper, to be scheduled separately, on the preparation of United Nations documents in one or more official languages of the United Nations other than the languages chosen by the candidates in part I of the examination will be offered to qualified candidates at their request (1 hour and 10 minutes per language).

The use of dictionaries or any other reference material is **not** permitted during the examination.

7. Part IV of the examination will be administered only to those candidates who have reached a satisfactory level on the first three parts. Part IV will be as follows:

Part IV: Carrying out searches and retrieving information using the Official Documents System (ODS), dt Search and the Internet (1 hour).

8. On the basis of the results of both the written and the computer components of the examination, the Board will invite selected candidates to an interview four to six weeks following the completion of the computer test. The Board will then interview each candidate to assess the candidate's suitability to perform as a Language Reference Assistant, including the ability to work as a member of a team, the candidate's general interests, professional experience and knowledge of the United Nations. The interview is an integral part of the examination; therefore, candidates who are invited to an interview **should not** assume that they will be offered an assignment.

9. A roster for Language Reference Assistants will be established on the basis of the ranking of candidates' cumulative scores in the examination. The Board of Examiners will review the overall results of the examination and recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the rosters. All candidates will be informed in writing of the Board's final recommendation with respect to their candidature. Recommendations of the Board are not subject to appeal. The Board does not release individual scores.

10. Staff members included in the roster will be assigned to posts according to the required language combinations as and when vacancies occur in the Terminology and Reference Section in the Translation and Editorial Division, Department of General Assembly Affairs and Conference Services, for a mandatory trial period of two years. Staff members who are already at the G-6 or G-7 level will be assigned at their respective level. Others at a lower level will be granted a special post allowance at the G-6 level for the trial period. Staff members who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not successfully complete the trial period will be reassigned to posts at their previous level, and the special post allowance, if any, will be discontinued.

11. Staff members applying for this examination should complete the attached form and submit it to the following office, **not later than 12 July 2002**:

2002 Competitive Examination for Language Reference Assistants
Room 2560-N
Examinations and Tests Section
Specialist Services Division
Office of Human Resources Management
United Nations Secretariat
New York, N.Y. 10017
Fax No.: (212) 963-3683
e-mail: OHRM_exam@un.org

Applications received after the above deadline will not be considered.

12. Sample examinations may be obtained by going to the United Nations Intranet and selecting Staff Services → Examinations.

Application[a]

2002 competitive examination for Language Reference Assistants

Index No.[b] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office[c] _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s) _____

What is your main language?[d] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages[e]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Degree or equivalent*[f]	*Main field of study*
		From	*To*		

D. Secondary school qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Certificate or equivalent*[f]	*Main field of study*
		From	*To*		

I have read information circular ST/IC/2002/34 and I understand that, if I am successful in the 2002 competitive examination for Language Reference Assistants and am recommended for inclusion in the roster, my assignment as a Language Reference Assistant will be subject to my acceptance of the conditions of service indicated in paragraph 10 of the circular.

Date _____ Signature _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

Notes

[a] Staff members applying for this examination **must complete this application form**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications. Written proof of claimed post-secondary education must also be attached unless the candidate was convoked for the G-to-P examination for promotion to the Professional category or for another language examination. Applications that are incomplete or that do not include essential information or documentation will be returned to the staff member for completion and resubmission **by the deadline for receipt of applications** to the Examinations and Tests Section, Office of Human Resources Management. In this connection, staff members are informed that extensions for receipt of applications in the Examinations and Tests Section will **not** be granted. Therefore, staff members are advised to submit their applications on time.

[b] Normally appears on your grounds pass, monthly salary statement and P.5 personnel action form. If not, please contact your personnel officer to obtain your number.

[c] Staff members should indicate the department or office to which they are currently assigned, e.g., DGAACS, OCSS, ECE, UNCTAD, UNOV or other (please specify).

[d] "Main language" should be understood to be the language in which the candidate is best able to work.

[e] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (b) above.

[f] Give exact name and title in original language. Do not translate or equate.